

S E C R E T

1 August 1969

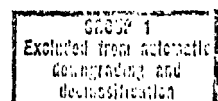
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MEMORANDUM FOR : All CS Historical Officers
SUBJECT : Transfer of Responsibility for Bound
Historical Papers

1. Several recent incidents involving some laxity in the handling of and accounting for bound historical papers have made us believe that some more formalized method of transfer of these papers from a custodian to his successor should be an essential part of our procedure. Effective this date, the procedure will be as follows:

- A. The Executive Secretary's office will send two copies of the component's current catalog of completed histories to the component custodian, who may or may not be the Historical Officer.
- B. The incoming and outgoing custodian will make a physical inventory of completed histories which must tally with the catalog.
- C. This statement will be typed directly below the last entry on the catalog and

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signed by both officers:

"The above histories have been
transferred from John Doe to Henry
Doe on _____."
(Date)

John Doe
(Signed)

Henry Doe
(Signed)

D. One copy of the signed and dated catalog
will be returned to the Executive Secre-
tary's office and the other filed by the
new custodian.

2. This procedure, if followed, should eliminate the
chance of a custodian's being held accountable for a history
never actually in his possession.

3. To initiate this procedure, please date, sign, and
return the attached catalog for your component.



Executive Secretary
CS Historical Board

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Attachment: Component Catalog

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

attachment